

**MISSOURI ASSESSMENT PROGRAM
SPRING 2006 OPERATIONAL
ADMINISTRATION**

**ONLINE ENROLLMENTS
DISTRICT USER GUIDE**

Published by CTB/McGraw-Hill, LLC, a subsidiary of The McGraw-Hill Companies, Inc., 20 Ryan Ranch Road, Monterey, California 93940-5703. Copyright © 2005 by CTB/McGraw-Hill. All rights reserved. This guide or portions thereof may be reproduced, downloaded and distributed as needed.

Welcome to Online Enrollment.....	3
About Your Task.....	3
Best Practice	3
Contacting the MAP Service Line.....	3
Getting Started	4
Connecting to Online Enrollment.....	4
Verifying and Changing Enrollment Numbers.....	8
Completing the Online Enrollments Process	9
Creating and Downloading Reports	10
To create and download a report:.....	10
Reviewing and Editing School Status.....	11
Displaying the Browse Sites List	11
Locating a School's Information	11
Frequently Asked Questions and Troubleshooting	12

Welcome to Online Enrollment

Online Enrollments is one eBusiness application which is a part of our suite of eBusiness applications called Navigator™. With Online Enrollments, you can easily verify and change which schools are participating in the administration and ensure that you are ordering the correct amount of assessment materials for the current administration. Online Enrollments for Spring 2006 is available for you to conduct this task from 10/10/2005 to 10/28/2005.

This User Guide offers instructions and best practices for using Online Enrollments to achieve your goal.

About Your Task

Before CTB can send test materials to the district, we need to know which schools are enrolled to administer the test. We also need accurate information about each district's addresses for shipping and billing. As the District Test Coordinator, your task is to enter the enrollment counts for each school in the Online Enrollment application so that accurate quantities of materials are shipped to the correct address.

Best Practice

For security purposes, best practice is to always close your browser when you have finished reviewing your records. This prevents an unauthorized user from using your browser back button to access Online Enrollment.

Every time you enter the Online Enrollments system, make sure you check the Important Notes section on the left-hand side of the web page because there may be new messages added that you need to know since the last time you were in the system.

Contacting the MAP Service Line

For help with Online Enrollment, contact the MAP Service Line at **1-800-544-9868**. The MAP Service Line is available:

Monday through Friday, 7:30 AM to 6:30 PM (CST)

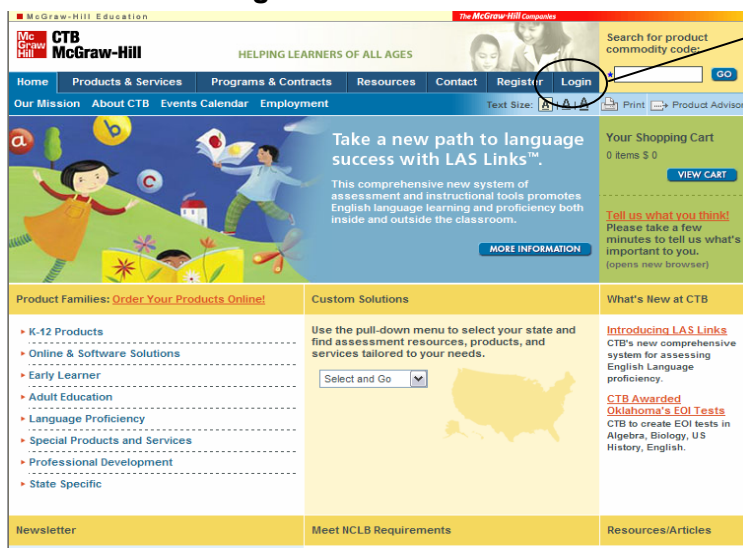
Getting Started

You can access Online Enrollment for the Spring 2006 Operational Test between 10/10/2005 and 10/28/2005.

During this enrollment period, you will enter enrollments for each participating school and the contact information for each school. After October 28, however, the website will be closed and access will be denied.

Connecting to Online Enrollment

1. Use your browser to navigate to www.ctb.com.
2. Click on the **Login** tab



Click here to Login

3. You will be prompted to enter your username and password (your username and password can be located on the Accessing the MAP Online Enrollment Website flier in your Enrollments Packet).
4. Upon first login, you will be directed to change your given password to a new password that you can more easily remember.
5. Change your password and click on **Submit**.
6. On the My Programs page, click the **Online Enrollment** link.
Your district's page for confirming critical information will open.
7. Review the information on file for your district and either confirm that this information is current and accurate, or correct the information.
 1. Confirm your shipping address so that materials arrive at the correct place.
Remember that we package by school, consolidate and ship all packages to the district.
 2. Confirm your phone number and email address.
8. Click **Continue**



HELPING LEARNERS OF ALL AGES

Administration: Fall 2005 FCAT Retake
Current District: MIAMI-DADE COUNTY SCHOOLS

Please update or confirm the following critical information.

Fall 2005 FCAT Retake is being administered from 10/03/2005 through 10/07/2005

Site Addresses Last Confirmed (06/25/2005)

CTB relies on these addresses to communicate with you and get you your test materials quickly and efficiently. Please ensure that they are correct. You can come back in and change these. Any changes you make to the Materials and Reports addresses will be used only for the Fall 2005 FCAT Retake administration.

Billing	Materials Ship	Reports Ship
Copy: <input type="text" value="--none--"/>	Copy: <input type="text" value="--none--"/>	Copy: <input type="text" value="--none--"/>
Street 1: <input type="text"/>	Street 1: <input type="text" value="13135 S.W. 26TH STREET"/>	Street 1: <input type="text"/>
Street 2: <input type="text"/>	Street 2: <input type="text" value="TEST DISTRIBUTION CEN"/>	Street 2: <input type="text"/>
City: <input type="text"/>	City: <input type="text" value="MIAMI"/>	City: <input type="text"/>
State: <input type="text" value="Florida"/>	State: <input type="text" value="Florida"/>	State: <input type="text" value="Florida"/>
Zip: <input type="text"/>	Zip: <input type="text" value="33175"/>	Zip: <input type="text"/>
Country: <input type="text" value="USA"/>	Country: <input type="text" value="USA"/>	Country: <input type="text" value="USA"/>
Phone: <input type="text"/>	Phone: <input type="text" value="3059957520"/>	Phone: <input type="text"/>
Ext: <input type="text"/>	Ext: <input type="text"/>	Ext: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text" value="3059957522"/>	Fax: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text" value="NROCA@DADESCHOOL3"/>	Email: <input type="text"/>
Last Name: <input type="text"/>	Last Name: <input type="text" value="ROCA"/>	Last Name: <input type="text"/>
First Name: <input type="text"/>	First Name: <input type="text" value="DR. NATALIE"/>	First Name: <input type="text"/>

[CONTINUE](#)

[Top of Page](#)

Copyright © 2005 CTB/McGraw-Hill. Subject to [Terms of Use](#). Read our [Privacy Notice online](#).

[Home](#) | [Products & Services](#) | [Programs & Contracts](#) | [Assessment Resources](#) | [Contact](#) | [Webmaster Email](#) | [Sitemap](#)

About the Online Enrollment Home Page

Your Home page tells you:

McGraw-Hill Education **CTB McGraw-Hill** HELPING LEARNERS OF ALL AGES

Home / My Account / Online Enrollment / Fall 2005 FCAT Retake [Logout](#)

Administration: Fall 2005 FCAT Retake
Current District: ALACHUA COUNTY SCHOOLS

Welcome to Online Enrollment. Use this tool to select schools which are participating in Fall 2005 FCAT Retake, and mark enrollments for each participating school. Each school needs to either a) have its enrollment confirmed, b) be marked non-participating, or c) be marked permanently closed.

Your window for enrollment is from 06/28/2005 to 07/01/2005. All Enrollments must be entered by this date.

Site Information [Edit](#)
 Fall 2005 FCAT Retake is being administered from 10/03/2005 through 10/07/2005

Addresses Last Confirmed: 06/29/2005

Enrollment Information for My Schools

Status	Count	Edit/Enter Enrollments
Pending:	67	BY ALPHA BY CODE
Participating, Confirmed:	0	BY ALPHA BY CODE
Non-participating:	0	BY ALPHA BY CODE
Permanently Closed:	0	BY ALPHA BY CODE
Total of All Schools:	67	BY ALPHA BY CODE

Sending Enrollment Status
 You still have schools in **Pending**. You will be able to send an email to yourself and colleagues with the status of schools once there are no more schools in Pending.

You can, at any time, generate a report of the status of your schools by going to the My Reports area.

Advanced Selection

School Name Starts with:

School Code Starts with:

Status:

[EDIT ENROLLMENT](#)

Browse Sites
 Browse detailed status information about individual sites' progress in enrollment. Or submit enrollments on behalf of a site.

Browse Sites: [SUBMIT](#)

When you can confirm the participation of schools in your district

Information critical to timely delivery of your materials.

How many schools whose participation you must confirm.

When you can notify your colleagues of each school's status.

How to review and edit the participation status of each school.

If you see an error in your **Site Information**, click Edit to return to the previous page and correct it.

The **Enrollment Information for My Schools** is your "scoreboard." Here's what it tracks.

Pending

This is the number of schools whose participation has not yet been confirmed. Your goal is to bring the number of pending schools to zero.

Participating, Confirmed

This is the number of schools for which you have confirmed participation in the administration. For the Spring 2006 administration, all schools have been marked as Participating.

Non-participating

The number of schools that will not be participating in this administration.

Permanently Closed

The number of schools that are not participating because they have closed.

Total of All Schools

This is the total number of schools CTB received in your district's data from DESE.

When your number of pending schools is zero, an email is automatically generated to the user account under which you are logged in. Controls under **Sending Enrollment Status** are displayed, so you can enter the email addresses of any colleagues you want to notify.

When you want to review the status of one school individually, and perhaps edit its status, choose the appropriate option in the **Browse Sites** list and click **Submit**.

Verifying and Changing Enrollment Numbers

On the Enrollments Home Page, click on **Alpha** or **Code** next to list all of your schools that are marked as **Participating**.

In the Status Column, all of your schools are marked as participating if they have enrollment counts entered, and marked as non-participating if there are not any enrollment counts entered. You can change the status to **Non-participating** or **Permanently Closed** by choosing this option in the drop-down box. A school marked as Permanently Closed will not be provided with test materials. **If you need to add or delete a school, you must contact DESE Core Data at 573-751-9060 for prior authorization. Any edits to district information are for testing material shipment purposes only and will not change information in the Core Data Collection System.** For participating schools, enter the enrollments numbers for all assessments the school will be administering. Mathematics and Communication Arts are required. Science and Social Studies will be voluntarily assessed in 2006. If you need to update the quantity, highlight the number in the box and type in the new number.

When you have finished entering all enrollment numbers for each school, click on the **Done** button and you will be directed to the online Enrollments home page.

HELPING LEARNERS OF ALL AGES

Administration: Fall 2005 FCAT Retake
 Current State: FDOE Test - Primary Organization

Enter Enrollments
 Mark each school as, "Participating", "Non-Participating" or permanently "Closed". For Participating schools only, fill in the number of students for each grade.

If Large Print or Braille materials are available and you would like to order them for a particular test, click on the Fill LP/Br link to enter those values.

CTB's Estimates Shown Above Box
 CTB's estimates are above the box for each grade. You cannot order more than 20% of your applicable population of students.

School Name	Status	Math	Reading	Math Large Print	Reading Large Print	Math Non-Contracted Braille	Reading Non-Contracted Braille	Math Contracted Braille	Reading Contracted Braille	Copy/Fill
HOME SCHOOL 9998	Participating	3	7	0	0	0	0	0	0	ESTIMATES
TAYLOR CO AREA VO-TECH 0131	Participating	13	22	0	0	0	0	0	0	ESTIMATES
TAYLOR COUNTY HIGH 0161	Participating	98	174	0	0	0	0	0	0	ESTIMATES
TECHNICAL LEARNING CENTER 0121	Participating	0	3	0	0	0	0	0	0	ESTIMATES

DONE
 RESET THIS PAGE

Copy all estimates.
 Error Message: the info you entered cannot be processed.
 Warning Message: please recheck your entry for validity.

[Back to State Home](#)
[Top of Page](#)

Copyright © 2005 CTB/McGraw-Hill. Subject to [Terms of Use](#). Read our [Privacy Notice online](#).

[Home](#) | [Products & Services](#) | [Programs & Contracts](#) | [Assessment Resources](#) | [Contact](#) | [Webmaster Email](#) | [Sitemap](#)

Completing the Online Enrollments Process

When you have completely entered and verified your enrollment numbers and the Pending row on the Enrollments Home Page is zero, a section will appear that will allow you to send a confirmation of the final enrollment numbers to yourself and others via email. You may send yourself an email with the status of all the schools. More detailed information is available in the My Reports area. This email information is provided for your convenience. You may continue to change enrollment information up until the date the enrollment window closes.

A confirmation email with the enrollment information for this site will be sent automatically to the email address of the user account under which you are logged-in. Please be sure to keep this for your records. You may also enter additional email addresses.

Important Messages
 Have a great day!

[Site Information](#) [Edit](#)
 Online Enrollment Demo 1 is being administered from 08/01/2005 through 08/05/2005
 Addresses Last Confirmed: 06/27/2005

Enrollment Information for My Schools

Status	Count	Edit/Enter Enrollments	
Pending:	0	BY ALPHA	BY CODE
Participating, Confirmed:	5	BY ALPHA	BY CODE
Non-participating:	4	BY ALPHA	BY CODE
Permanently Closed:	1	BY ALPHA	BY CODE
Total of All Schools:	10	BY ALPHA	BY CODE

Email Enrollment Status
 You no longer have any schools in **Pending**. You may send yourself an email with the status of all the schools. More detailed information is available in the My Reports area. This email is provided for your convenience. You may continue to change enrollment information up until the date the enrollment window closes.

 An email with the enrollment information for this site will automatically go to the email address of the user account under which you are logged-in. You may also enter additional emails.

 Enter additional email addresses below.

SUBMIT

Advanced Selection
 School Name Starts with:
 School Code Starts with:
 Status:

EDIT ENROLLMENT

Browse Sites
 Browse detailed status information about individual sites' progress in enrollment. Or submit enrollments on behalf of a site.
 Browse Sites:

SUBMIT

[Top of Page](#)

Copyright © 2005 CTB/McGraw-Hill. Subject to [Terms of Use](#). Read our [Privacy Notice online](#).

[Home](#) | [Products & Services](#) | [Programs & Contracts](#) | [Assessment Resources](#) | [Contact](#) | [Webmaster Email](#) | [Sitemap](#)

Creating and Downloading Reports

You can access reports that summarize status information by clicking **My Reports** in the left navigation bar. You can choose one of three reports.

- Choose the Enrollment Status Report when you want to report the status of each school in the district.
- Choose the District/School Change Report when you want to see who edited the enrollment information for your district, and display the “before” and “after” information to see what changed.
- Choose the Enrollment Detail Report when you want to check the number of students anticipated to be tested at each site as well as the actual number of students tested.

The screenshot shows the left navigation bar with the following items: My Home, Browse My Sites, My Reports (highlighted), Add School, Important Messages, and Testing. The main content area displays the following information:

Administration: V-Admin1 (50)
Current District: San Diego Unified (13)

Available Reports

Enrollment Status Report — Provides enrollment statuses for your entire organization.
[ENROLLMENT STATUS REPORT](#)

District / School Change Report — Reports all changes made to districts/schools in your organization. Identifies the date and time of change and user who made the change.
[DISTRICT/SCHOOL CHANGE REPORT](#)

Enrollment Detail Report — Details specific enrollment quantities for all schools within a selected district.
[CREATE REPORT](#)

To create and download a report:

1. Click the button under the report you selected.
2. Wait while the report is generated.
3. When the Download Report page appears, click the Download Report button and choose a place to save the report on your hard disk.
4. Once the report is saved, extract the report file from the zip archive. Then open it in the application of your choice, typically Microsoft Excel.
5. Use your application to modify the report to fit your requirements.

Reviewing and Editing School Status

To locate a school's information, you use the list on the Browsing Sites page,

Displaying the Browse Sites List

- When you don't want to filter the list, click **Browse My Sites** in the left navigation bar.
- When you do want to filter the list and you are on the Home page:
 1. Under **Browse Sites** on the Home page, choose which schools you want to browse.



- All schools in your district
- Schools that have not edited their data
- Schools that have edited some data
- Schools that have finished editing

2. Click **Submit**.

Locating a School's Information

On the Browsing Sites page, schools appear alphabetically by name.

Browsing Sites

Below is a summary of the status of your sites. Click on a site name to get more detailed information or to edit the enrollments for that site.

Click on a letter in the alpha bar to show only sites with that name.

NAME | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [123](#)

Or enter the first few digits of a site code to show sites with that code.

CODE

Sites starting with the letter A are displayed below.

Filter:

Site Name	Edit	Site Code	Partic.	Pending	Non-Partic.	Closed	Last Update
a	edit	a		X			
aa	edit	aaaaaaaaaaaa		X			

1. Find the name of the school you want to review.
 - To find a school by name, click its initial letter. Click **NAME** to restore the complete list.
 - To find a school by code, enter the first few numbers of the code and then click **Go**. Click **CODE** to restore the complete list.
 - To limit your view to schools that have not been entered, partially entered, or complete, choose the filter for that status. These filters make it easy to identify which schools are still pending so you can get their status confirmed.
2. When you see the school whose information you want to change, click the school's name to review the information.

Frequently Asked Questions and Troubleshooting

1. *What's the website address for Online Enrollment?*

www.ctb.com and click on the CTB Navigator link under Quick Links

2. *What happens if I forget my password?*

Call the MAP Service Line at 800-544-9868 and they will reset your password.

3. *What if I miss the enrollment window or need to make a change?*

You will have the opportunity to add materials during the add/short window which begins on March 10, 2006.

4. *I am not sure how many students I will actually have at the time of testing. What will happen if I need more materials?*

You will have the opportunity to order more materials if you are short during the add/short window which begins on March 10, 2006.

5. *What if I cannot open the reports on the Enrollments system?*

You need to have the Zip software on your computer to open the reports. If you do not have this software, please contact your technology department for direction.